

|  |                               |  |  |                          |  |  |
|--|-------------------------------|--|--|--------------------------|--|--|
| <b>REQUEST FOR QUOTATIONS</b><br><b>(THIS IS NOT AN ORDER)</b>   |                               | THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE |  |                          | PAGE    OF PAGES<br><div style="display: flex; justify-content: space-around;"><div>1</div><div>11</div></div> |  |
| 1. REQUEST NO.<br>DACW72-03-T-0009   | 2. DATE ISSUED<br>06-May-2003 | 3. REQUISITION/PURCHASE<br>REQUEST NO.<br>W26HM4-3111-3203   | 4. CERT. FOR NAT. DEF.<br>UNDER BDSA REG. 2<br>AND/OR DMS REG. 1   |                          | RATING   |  |
| 5a. ISSUED BY<br>USACE, HUMPHREYS ENGINEER CENTER SUPPORT<br>ATTN: CEHEC-CT<br>7701 TELEGRAPH ROAD<br>ALEXANDRIA VA 22315-3860   |                               |  | 6. DELIVER BY <i>(Date)</i><br><br><b>SEE SCHEDULE</b>   |                          |  |  |
|  |                               |  | 7. DELIVERY<br><input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER<br>DESTINATION <i>(See Schedule)</i>   |                          |  |  |
| 5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i><br>TANGELA A FOXX                      703-428-7407   |                               |  |  |                          |  |  |
| 8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE  |                               |  | 9. DESTINATION <i>(Consignee and address, including ZIP Code)</i><br>NAVIGATION DATA CENTER<br>INST FOR WATER RESOURCES 7701 TELEGRAPH R<br>ALEXANDRIA VA 22315-3868<br>TEL:                      FAX: |                          |  |  |
| 10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS:<br><i>(Date)</i> 13-May-2003   |                               |  |  |                          |  |  |
| <b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter. |                               |  |  |                          |  |  |
| 11. SCHEDULE <i>(Include applicable Federal, State, and local taxes)</i>   |                               |  |  |                          |  |  |
| ITEM NO.<br>(a)  | SUPPLIES/ SERVICES<br>(b)     | QUANTITY<br>(c)  | UNIT<br>(d)  | UNIT PRICE<br>(e)        | AMOUNT<br>(f)  |  |
| <b>SEE SCHEDULE</b>  |                               |  |  |                          |  |  |
| 12. DISCOUNT FOR PROMPT PAYMENT  |                               | a. 10 CALENDAR DAYS<br>%   | b. 20 CALENDAR DAYS<br>%   | c. 30 CALENDAR DAYS<br>% | d. CALENDAR DAYS<br>No.                      %   |  |
| <b>NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.</b>   |                               |  |  |                          |  |  |
| 13. NAME AND ADDRESS OF QUOTER <i>(Street, City, County, State, and ZIP Code)</i>  |                               |  | 14. SIGNATURE OF PERSON AUTHORIZED TO<br>SIGN QUOTATION  |                          | 15. DATE OF<br>QUOTATION   |  |
|  |                               |  | 16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>  |                          | TELEPHONE NO.<br><i>(Include area code)</i>  |  |

## Section B - Supplies or Services and Prices

| ITEM NO | SUPPLIES/SERVICES   | QUANTITY | UNIT     | UNIT PRICE | AMOUNT |
|---------|---|----------|----------|------------|--------|
| 0001    | FIELD SURVEY<br>FFP<br>CONTRACTOR TO PROVIDE ENGINEER LABOR SERVICES/FIELD<br>SURVEY FOR CORPS OF ENGINEERS PORT SERIES REPORT NO. 71,<br>PORTS OF MEMPHIS, TN; HELENA, AR; AND PORTS ON THE LOWER<br>MISSISSIPPI RIVER, MILES 620 TO 954 AHP (PWD REF. NOS. 1-139); (NO<br>ITIPS)<br>CONTRACTUAL POC: TANGELA.A.FOXX@USACE.<br>PURCHASE REQUEST NUMBER: W26HM4-3111-3203 |          | Lump Sum |            |        |

NET AMT

FOB: Destination

| ITEM NO | SUPPLIES/SERVICES   | QUANTITY | UNIT     | UNIT PRICE | AMOUNT |
|---------|---|----------|----------|------------|--------|
| 0002    | TRAVEL<br>FFP<br>TRAVEL TO DO A FIELD SURVEY FOR CORPS OF ENGINEERS PORT<br>SERIES REPORT NO. 71, PORTS OF MEMPHIS, TN; HELENA, AR; AND<br>PORTS ON THE LOWER MISSISSIPPI RIVER, MILES 620 TO 954 AHP<br>(PWD REF. NOS. 1-139); (NO ITIPS)<br>PURCHASE REQUEST NUMBER: W26HM4-3111-3203 |          | Lump Sum |            |        |

NET AMT

FOB: Destination

| ITEM NO | SUPPLIES/SERVICES   | QUANTITY | UNIT     | UNIT PRICE | AMOUNT |
|---------|---|----------|----------|------------|--------|
| 0003    |   | 1        | Lump Sum |            |        |
|         | MATERIALS & SUPPLIES  |          |          |            |        |
|         | FFP   |          |          |            |        |
|         | MATERIALS & SUPPLIES TO DO A FIELD SURVEY FOR CORPS OF      |          |          |            |        |
|         | ENGINEERS PORT SERIES REPORT NO. 71, PORTS OF MEMPHIS, TN;  |          |          |            |        |
|         | HELENA, AR; AND PORTS ON THE LOWER MISSISSIPPI RIVER, MILES |          |          |            |        |
|         | 620 TO 954 AHP (PWD REF. NOS. 1-139); (NO ITIPS)            |          |          |            |        |
|         | PURCHASE REQUEST NUMBER: W26HM4-3111-3203                   |          |          |            |        |

NET AMT

FOB: Destination

Section E - Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE

252.246-7000      Material Inspection And Receiving Report

MAR 2003

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

| CLIN | DELIVERY DATE | QUANTITY | SHIP TO ADDRESS  | UIC     |
|------|---------------|----------|--|---------|
| 0001 | 30-JUN-2004   | 1        | NAVIGATION DATA CENTER<br>INST FOR WATER RESOURCES 7701<br>TELEGRAPH R<br>ALEXANDRIA VA 22315-3868<br>FOB: Destination | Q022000 |
| 0002 | 30-JUN-2004   | 1        | (SAME AS PREVIOUS LOCATION)<br>FOB: Destination  | Q022000 |
| 0003 | 30-JUN-2004   |          | (SAME AS PREVIOUS LOCATION)<br>FOB: Destination  | Q022000 |

Section G - Contract Administration Data

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

|                 |   |          |
|-----------------|---|----------|
| 52.219-6        | Notice Of Total Small Business Set-Aside      | JUL 1996 |
| 52.232-23 Alt I | Assignment of Claims (Jan 1986) - Alternate I | APR 1984 |
| 52.243-5        | Changes and Changed Conditions                | APR 1984 |
| 252.204-7004    | Required Central Contractor Registration      | NOV 2001 |
| 252.232-7003    | Electronic Submission of Payment Requests     | MAR 2003 |
| 252.243-7001    | Pricing Of Contract Modifications             | DEC 1991 |

## CLAUSES INCORPORATED BY FULL TEXT

## 52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (SEP 2002)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (Aug 1996) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (July 2000) (E.O.'s 12722, 12724, 13059, 13067, 13121, and 13129).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Feb 2002).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items and Commercial Components (Dec 2001).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Sept 2002) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (APR 1984) (29 U.S.C. 793) (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(vi) 52.222-41, Service Contract Act, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act --Supplies (May 2002) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use within the United States if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition--

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (June 2000) (46 U.S.C. 1241). (Applies to supplies transported by ocean vessels.)

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(2) Listed below are additional clauses that may apply:



(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (FEB 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>

<http://www.dtic.mil/dfars>

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is

determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

## Section L - Instructions, Conditions and Notices to Bidders

## CLAUSES INCORPORATED BY REFERENCE

|           |   |          |
|-----------|---|----------|
| 52.204-6  | Data Universal Numbering System (DUNS) Number | JUN 1999 |
| 52.214-34 | Submission Of Offers In The English Language  | APR 1991 |
| 52.214-35 | Submission Of Offers In U.S. Currency         | APR 1991 |

## CLAUSES INCORPORATED BY FULL TEXT

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>  
<http://farsite.hill.af.mil>  
<http://www.dtic.mil/dfars>

(End of provision

## **STATEMENT OF WORK**

**PREPARING DRAFT COPY OF PORT SERIES REPORT NO. 71,  
PORTS OF MEMPHIS, TN; HELENA, AR;  
AND PORTS ON THE LOWER MISSISSIPPI RIVER, MILES 620 TO 954 AHP  
(PWD Ref. Nos. 1-139)**

### **BACKGROUND:**

The Navigation and Systems Division, Navigation Data Center, and its predecessors have been responsible for the periodic revision of the Port Series Reports for over 75 years. The reports in the series cover the principal United States Coastal, Great Lakes and Inland Ports, and are the result of authority granted by statute. Each report constitutes a complete description of the port facilities included within a port area, a group of port areas, or similar port entity.

Each facility description is derived from a combination of acquired data including, but not limited to, personal site inspection by qualified, engineering personnel; personal interview with terminal operators; and review of port facility plans, charts, maps, aerial photography, directories, and other media.

### **WORK UNDER THIS ORDER:**

The project area for this contract shall include approximately 139 facilities located along the Lower Mississippi River, Miles 620 to 954 AHP. The facilities are depicted on maps 1 through 4 of the 1993 edition of Port Series 71.

The contractor will be tasked to perform all functions necessary to determine the character of the port area's viable facilities. Each such facility used or capable of being used for handling cargo or for providing services to commercial craft will be visually inspected and pertinent information obtained from a responsible person knowledgeable about the site.

Physical descriptions of each facility will include all items required for updating the Division's ports database (see Appendix I). The current Port Series Report No. 71, revised in 1993, will serve as a guide.

Within 30 calendar days of the conclusion of the field survey, the contractor will submit updated data for each of the 30 specific data fields as shown in Appendix II.

The port facility descriptions will entail updating the information obtained at the last revision in 1993, however, a special effort must be made to include all commercially, viable facilities not previously described, including the approximate date of commencement of operation.

Details of grain elevators, marine repair facilities, and floating equipment will be entered on standard forms. All data to include notebook size site plans, permit plans, sketches, and all pertinent details should be entered in the notebook(s) provided in order that data may then be readily processed into a uniform format and additionally to insure that a permanent record of raw data is available.

Material gathered in the course of the field survey may include, but is not limited to, site plans, port brochures, port directories, maps, charts, aerial photography, personal snapshots, tank lists, crane and mechanical equipment details, business cards, trade publications, and related items.

The contractor will

1. Prior to the field survey, prepare government furnished standard letters for all individual facilities and storage warehouses.
2. Inform facility operators as to the purpose of the Port Series Reports, explain their use and refer other questions to the Corps of Engineers, Memphis District.
3. Carefully inspect the entire waterfront area exercising special care so as not to omit any commercially viable facilities.
4. Determine which facilities fit the criteria to be included in survey and which do not
5. Acquire site plans, as available, for new facilities, for wharf additions, and for other facilities insofar as practicable; also acquire permit plans and drawings from the Corps of Engineers, Memphis District office as required.

All docking facilities will be photographed to the extent practicable, as allowed. The contractor will be responsible for providing all photographic equipment including film and shall bear the cost of film development.

The contractor is responsible for arranging travel required for the field survey, and for all expenses associated therewith.

In addition to specifically called-for data, other aspects of each facility will be investigated and recorded.

- 1 Conventional General Cargo Wharves:
  - A. Capacities of open storage areas.
  - B. Details of any transit shed or special-purpose building.
  - C. Details of cargo-handling equipment (lift trucks, conveyors, etc.
2. Container wharves
  - A. Container storage area capacity (number of containers).
  - B. Number of positions for refrigerated containers.

- C. Details of crane/s including container travel length.
  - D. Details of lift trucks/straddle carriers, etc
- 3 Bulk Cargo Facilities:
- A. Details of commodities handled and capacity(ies) of storage areas (tons).
  - B. Conveyor belt sizes and operating rates.
  - C. Details of rail/truck facilities to include handling rates.
  - D. Other handling equipment serving wharf and storage area/s: front-end loaders; bulldozers; stackers; reclaimers; and bridge, crawler, and mobile cranes including boom lengths and bucket capacities.
4. Liquid Cargo Facilities:
- A. Sizes of all pipelines serving wharf.
  - B. Details of tankage to show location, commodities stored, the number of tanks, and total capacity for each commodity including only tankage connected to the wharf.
  - C. For oil-handling facilities asphalt, crude oil, and petroleum product tankage should be separated.
  - D. Oil-handling wharves offering bunkering service to vessels and/or barges will be indicated.
  - E. Sizes of loading/unloading arms should be recorded.
5. Grain elevator facilities
- A. Complete "Grain Elevators" form as applicable or annotate previous descriptions.
  - B. Additionally record:
    - Auxiliary storage building capacities.
- 2. Gallery/feeder belt sizes
  - 3. Number of silos/tanks & interstices
  - 4. Details of hatch cover handling equipment



- C. Determine details of any commodities other than grain handled at wharf.
- D. Determine details of adjacent fleeting areas.

6. Marine Repair Plants:

- A. Contractor will complete "Marine Repair," "Floating Drydock," and "Marine Railway" forms as applicable or annotate previous descriptions.
- B. List any special equipment and record details.
- C. List any specific out-of-ordinary types of repairs performed.
- D. Indicate "Largest Shaft Produced" or "Largest Lathe" used.
- E. For marine railways and floating drydocks, also indicate number of sections (type and construction).

Fleeting facilities

- A. Show extent of area/s
- B. Indicate type mooring:
  - 1 Deadmen
  - 2 Breasting dolphins w/ or w/o spars
  - 3. Anchor buoys
- C. Record number of tiers and widths (barge capacities).

8. Floating Equipment:

- A. Record names of operators and descriptions of harbor tugs and towboats performing docking, undocking, and shifting services.
- B. Additionally, record tank barges in bunkering service and cranes used in cargo-handling service.

9. All Facilities:

- A. Describe all cargo-handling equipment.
- B. In general, determine all sizes, operating rates, and storage capacities.
- C. Indicate structures and/or terminal operations backing-up wharf facility



- D. Photograph structures as allowed to aid in write-up and for publication.
- E. Record any previous, common, or associated facility names insofar as practicable.
- F. If available, record annual tonnage handled. Government-furnished Waterborne Commerce Statistics Center (WCSC) computer output records for each facility should be verified and corrected as necessary. If the tonnage is more than 20% greater than the WCSC value, attempt to secure a list of vessel operating companies and the vessel names that call at the facility.

The contractor will complete the facility descriptions in uniform format on the prescribed database. The facility descriptions will be entered on electronic media that can be incorporated into the Navigation Data Center's database.

The contractor will furnish summary text and tables required for the "Port and Harbor Facilities" section of the report in draft form via hard copy or compatible, electronic media ready for assembly into Port Series format.

Contractor will indicate locations of referenced facilities, streets, railroads, recent or proposed construction, etc. on a suitable port map or the previous Port Series maps, as instruction to the cartographer.

Contractor will mount all photographs by taping to file folders and identify each. The photos will be 3"x5" color prints with the tape applied to the back of the photos.

The Contractor will work closely with NDC personnel to assure product quality and completeness. It is the contractor's responsibility to perform any follow-up (calls/visits) to clarify and verify data questioned by NDC.

Contractor will review the product work subsequent to processing and assembly by the Navigation Data Center Engineers, Editor, and Graphic personnel indicating any corrections required to represent the product intended. It is expected that the review process will not exceed 40 hours.

All material will be submitted to and be the property of the Navigation Data Center upon completion of the contract, to include field notebooks, photographs, photographic negatives, plans, permits, maps, directories, and other media.

## **REVIEW AND APPROVAL:**

Within one week of the award of this contract, the contractor and Navigation Data Center representatives will attend an organizational meeting to review plans for completing the work and to develop a performance schedule.

## **GOVERNMENT FURNISHED SERVICES, MATERIALS, AND EQUIPMENT:**

The Navigation Data Center will notify by letter the affected Port Authority(ies), the Corps of Engineers' Memphis District Office, and Coast Guard of the impending survey.

The Navigation Data Center will provide field notebooks containing each of the facility descriptions from the previous publication, indications of any new or previously omitted facilities known, copies of the previous publication, official data collection forms, and any ancillary information gathered since the previous survey. The Center will provide standard letters for individual facilities and storage warehouses. In addition, the Center will provide telephone books, weather data, USGS charts, NOAA Charts, Corps of Engineers' project maps, WCSC computer output records for each facility and such other media as available.

The Center will furnish a copy of the current facilities database for Port Series Report No. 71 on electronic media suitable for input of revision data by the contractor, as well as a licensed copy of the necessary software, if necessary.

Access to government publications, charts, etc., will be provided as required. Guidance from the Contracting Office Representative will be available during normal working hours.

## **SCHEDULE:**

The schedule for performance of this work will be established at the organizational meeting held at the start of the contract. Variations in the established schedule due to extenuating circumstances will be resolved as they occur on an Ad Hoc basis.

## **DELIVERABLES AND PAYMENT SCHEDULE:**

1. Completion of the designated 30 fields for the entire database and update of WCSC computer output records for each facility due within 30 calendar days of the conclusion of the field survey (40% of the contract price).
2. Completion of the entire data base (60% of the contract price).
3. Completion of the text and tables (80% of the contract price.)
4. Final review of the product work and submittal of all material to the Navigation Data Center (100% of the contract price).